

# Command Career Counselor Toolbox

## Navy Career Tools



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### Description

Navy Career Tools are web-based applications designed to support and enhance Sailor career management and professional development. This information sheet identifies the online applications that you must use to support Sailors, Sailor careers, and command career information programs. If you do not routinely use ALL of the applications listed below, both you and your Sailors will miss the many opportunities and advantages provided.

### Sailor Career Development

Eight online applications form the basic Command Career Counselor Toolbox. It is your responsibility to use these tools to ensure Sailors are afforded every opportunity to achieve a successful Navy career and subsequent transition to civilian life.

- ▶ Career Information Management System (CIMS), CIMS Afloat
- ▶ Career Management System/Interactive Detailing (CMS-ID)
- ▶ CMS-ID / Billet Based Distribution (BBD)
- ▶ Career Waypoints (C-WAY)
- ▶ Fleet Training Management and Planning System (FLTMPS), FLTMPS Afloat
- ▶ Navy Retention Monitoring System (NRMS)
- ▶ Officer Personnel Information System (OPINS)
- ▶ Transaction Online Processing System (TOPS)
- ▶ Transition Assistance Program (DD Form 2648 and 2648-1)
- ▶ Voluntary Education (VOLED) / Navy College Program (NCP)

**NOTE:** You may download this information sheet, the **Sailor Career Toolbox** information sheet, **Plain Talk for Sailors** (series) and **5 Tips for Command Career Counselors** (series) from the Navy Personnel Command web site at <http://www.public.navy.mil/bupers-npc/Pages/default.aspx>. Go to NPC > (Career Links) Career Toolbox or [CLICK HERE](#).



### Required Actions

- Use applications identified in the CCC Toolbox to support Sailor careers and manage command career information programs.
- Direct Sailors to the Sailor Career Toolbox and be prepared to instruct them in how to use their toolset to develop and manage their careers.
- Use resources provided by command personnel, including your Command Master Chief, Training Officer, and Education Services Officer.
- Use information provided by websites, including Navy Personnel Command (NPC), Navy College, and Navy Fleet and Family Support Center (FFSC). See the last page for a recommended list of official websites providing Navy career information and resources.
- Use references, including the NPC Career Counseling and Career Toolbox websites, enlisted Learning and Development Roadmaps (LaDRs), and the annual AllHands Owners' and Operators' Manual.
- Use Pay/Personnel Standard Operating Procedures (SOPs) providing detailed guidance on who should do what and when (including Sailor, CPC and CCC responsibilities when initiating and verifying personnel transactions). [CLICK HERE](#) and scroll to the middle of the page.

**See the following pages, one for each Career Tool.**

# Pay and Personnel Standard Operating Procedures (SOPs)

## Description

Standard Operating Procedures (SOPs) for more than 30 common pay and personnel transactions identify the individual systems, users, and step-by-step procedures required to complete PASS processes correctly and on time.

- SOPs begin with the individual Sailor, transition through designated support personnel – CPC, PSD Clerk, PSD Supervisor, etc. – and then return to the Sailor for final verification that the transaction was completed properly. Additional SOP user roles include the CCC, ESO and Disbursing Officer, when appropriate.
- Every SOP identifies the specific tasks and individual steps that each user must complete, providing transparency throughout the entire process.
- Pull down menus allow users to filter SOPs by user role.
- References, policy documents, forms and checklists, user aids, best practices, and sources of support ensure you have the information and resources you need to execute each SOP properly.

 **CAC and CAC-enabled computer required (use email cert).**

Go to [NPC > CPC Resources](#)

- Under “User Aids” select Pay or Pers SOPs
- Verify credentials (use email cert)
- A new browser window will open; click the blue “View Interactive SOP” button
- Use “Role-Based Filter” option to select desired user role

## Find Supporting Information Online

- [NAVADMIN 043/15](#)
- [MILPERSMAN 1000-021](#)

## Find Assistance or Help

Contact your Personnel/Admin Officer, PSD, CSD or NOSC.

Contact the NPC Customer Service Center.

- 866-827-5672; DSN 882-5672; email [uasknpc@navy.mil](mailto:uasknpc@navy.mil)



## Required Actions

- Per [NAVADMIN 043/15](#), all PSDs and all Navy commands are required to access and use the SOPs.
- SOPs include actions required of Sailors, CPCs and other command stakeholders.
- Submit suggestions, recommendations, questions or issues regarding the SOPs to Mr. Wayne Ross, [wayne.ross@navy.mil](mailto:wayne.ross@navy.mil).

## IMPORTANT!

Users must establish and maintain an iNavy account. Start here:

<https://inavy.accessrequest.portal.navy.mil>

When trying to access the interactive SOPs, if the page comes up blank or only partially populated, please follow the following steps in Internet Explorer (IE):

- Open Internet Explorer
- Press the Alt key, then press the ‘T’ key
- Choose “Compatibility View” settings from the menu
- Be sure that [navy.mil](http://navy.mil) is in the Compatibility View Box. If not, click add
- Place a check in the box for Display all websites in Compatibility View
- Click Close
- Exit from IE completely, restart and go back to the SOP
- The issue should be resolved



# Navy Career Tools

# BUPERS OnLine (BOL)

## Description

- BUPERS Online is a single point of entry application for logging into numerous web-based applications maintained by the Naval Personnel Command in Millington, TN. As applications are added, you will login once, and then be able to pass from application to application without the need for multiple logins.
- Log in to BOL via <https://www.bol.navy.mil> using your CAC and CAC-enabled computer.

## Get Started

Go to [NPC \(Career Links\) > Career Counseling](#)

- Under "Link to CCC Tools" select "BUPERS ONLINE (BOL) Access Letter Sample."
- Complete your letter request using official command letter head and have signed by your Commanding Officer or Executive Officer.
- Submit to PERS 455E using digitally signed AND encrypted email.  
(Alternately, you may elect to mail your request, using the address provided in the letter sample.)

## Find Assistance or Help

Contact Pers-4 Help Desk

- 901-874-3249; DSN: 312-882-3249; [mill\\_pers-4helpdesk@navy.mil](mailto:mill_pers-4helpdesk@navy.mil)

Contact the NPC Customer Service Center.

- 866-827-5672; DSN 882-5672; email [uasknpc@navy.mil](mailto:uasknpc@navy.mil)



## Required Actions

- Establish BOL account for yourself and your Team.
- Use BOL to view the Official Military Personnel File (OMPF) for members of your command.
- Review EVAL reports.
- Review PRIMS information.
- Track Sailor reenlistment bonuses, advancement/selection results, and Fleet Reserve/Retirement applications.



**Navy  
Career  
Tools**



# Career Information Management System (CIMS)

## Description

CIMS automates Career Counselor office procedures and simplifies processes supporting the command's career information program.

Using CIMS, the CCC can create and maintain Command Career Counselor records, prepare for Career Development Boards (CDBs), view Armed Services Vocational Aptitude Battery (ASVAB) scores, access Selective Reenlistment Bonus (SRB) and retirement calculators, obtain a variety of lists and reports, and print certificates for reenlistment and retirement.

Log in to CIMS via <https://nsipsprod.nmci.navy.mil> using your CAC and CAC-enabled computer.

## Get Started

Complete NSIPS SAAR.

- Go to [NPC \(Career Links\) > Career Counseling > CIMS](#). Download CIMS SAAR user aids
- Go to [NPC \(Career Links\) > Career Toolbox > CCC "5 Tips" \(series\)](#). Download *5 Tips - Highlighting CIMS SAAR Process*

## Find Assistance or Help

Contact NSIPS help desk.

- Call 877-589-5991, Option 3; DSN 647-5442, Option 3
- [nsipshelpdesk@navy.mil](mailto:nsipshelpdesk@navy.mil)

**IMPORTANT:** If your support request contains personally identifiable information (PII), request that the help desk provide you an email address that accepts digitally signed AND encrypted email.

Go to [NPC \(Career Links\) > Career Counseling > CIMS](#).

- Use points of contact provided

## Find Supporting Information Online

Go to [NPC \(Career Links\) > Career Counseling > CIMS](#).

- Review web page content and download *CIMS User Guide*



## Required Actions

- Establish CIMS account for yourself and your Team.
- Use CIMS to manage your command career information program.
- Review Sailor personnel and professional data when preparing for CDBs, personal interviews, and individual counseling sessions. Input and verify permanent Career Development Boards.
- Track Sailor EAOS/PRD and CDB status by generating individual reports, then exporting them into your CCC Tickler.
- Generate Individual Career Development Plan (ICDP).
- Assign command sponsor; track sponsor information.
- Generate reports for command leadership review.
- Update contact information for prospective losses.
- Input Sailor Electronic Service Record (ESR) Administrative Remarks (Page 13), as necessary. (See CIMS User Guide, Section 19, for guidance.)

**NOTE:** An afloat version of CIMS is available on ships with NSIPS Web Afloat server installed.



**Navy  
Career  
Tools**

# Career Management System-Interactive Detailing (CMS-ID)

## Description

CMS-ID provides Sailors the ability to explore future job opportunities, identify career enhancing jobs that meet professional and personal goals, and identify the specific skills and abilities required to perform jobs they desire.

Log in to CMS-ID at <https://www.cmsid.navy.mil> using your CAC and CAC-enabled computer.

## Get Started

Establish access in the CCC and COMMAND Roles.

Go to NPC at

<http://www.public.navy.mil/bupers-npc/Pages/default.aspx>.

Click [Enlisted > CMS-ID](#).

- If you are a new user or need Career Counselor access or higher, you must complete and submit a System Authorization Access Request - Navy (SAAR-N Rev 9/2011) signed by your CO, XO, or OIC
- Download the [SAAR-N Rev 9/2011](#)

## Find Assistance or Help

Contact CMS-ID Help Desk.

- Call 901-874-4157; DSN 882; [cmsidhelpdesk@navy.mil](mailto:cmsidhelpdesk@navy.mil)

Contact Pers-4 Help Desk.

- 901-874-3249; DSN: 312-882-3249; [mill\\_pers-4helpdesk@navy.mil](mailto:mill_pers-4helpdesk@navy.mil)

Contact ISIC Counselor.

- To reestablish accounts disabled after 60 days without a login:
  - CMS Help Desk: 901-874-4157 or [CMSIDBBD\\_Inbox@navy.mil](mailto:CMSIDBBD_Inbox@navy.mil)
  - PERS-4 Help Desk: 901-874-3249

## Find Supporting Information Online

Go to [NPC \(Career Links\) > Career Toolbox > Career Counselor](#).

Go to [NPC \(Career Links\) > Career Counseling > C-WAY](#).

Go to [CMS-ID > Help](#).



## Required Actions

- (CCC Role) View Sailor Personnel and Career data; view Sailor Career Intentions; monitor Sailor Applications; provide assistance, if required.
- When CMS-ID is unavailable to Sailors, obtain current REQ data, submit Job Applications, and obtain Application Results on their behalf.
- Download and post the CMS-ID schedule 4-6 months ahead of time to support Sailors' future planning.
- Ensure Sailors review data on the CMS-ID [Sailor Info](#) tab beginning 18 months prior to Projected Rotation Date (PRD). Support Sailor efforts to update personnel and career data.
- Validate automatic C-WAY Reenlistment application submission for Sailors who are 12 months from PRD. Ensure the corporate data inputted is correct and accurately reflects the Sailor entering the negotiation window.
- Use CMS-ID Reports (e.g., Career Intentions) to inform and update command leadership.
- (CMD Role) Support command review of incoming Sailor applications and submit comments to Detailers.
- (CMD Role) Enter contact information for key personnel at your command and provide a link to your command's web site. This information is viewable by all CMS-ID users and supports Sailor job search and decision making.



# Navy Career Tools

# CMS/ID Billet Based Distribution (BBD)

## Description

Fleet manning managers use BBD, which is resident within CMS-ID, to determine current and projected Fleet vacancies and to distribute Sailors to the highest priority vacancies.

Fleet users must establish BBD-specific CMS-ID user roles such as Activity Manning Manager role or View-Only role.

Log into CMS-ID/BBD at <https://www.cmsid.navy.mil> using CAC and CAC-enabled computer.

## Get Started

To establish BBD Activity Manning Manager (AMM) or View Only access go to the NPC website:

<http://www.public.navy.mil/bupers-npc/Pages/default.aspx>

- Select [Enlisted > CMS-ID](#), then select [CMSID BBD Access Instructions](#) (right-hand side of page).
- Complete SAAR-N and NAVPERS 1330/3 (Distribution Systems Request). Forms must be digitally signed by CO, XO, OIC or by direction authority (Manning/Pay related) for those officials.
- If you already have access to CMS-ID in the CCC or Command role, submit an updated NAVPERS 1330/3 that includes all CMS-ID and BBD roles and UICs required.

## Find Assistance or Help

- Contact SSCLANT NOLA Help Desk at 800-537-4617.
- To reestablish accounts disabled after 60 days without a login:
  - CMS Help Desk: 901-874-4157 or [CMSIDBBD\\_inbox@navy.mil](mailto:CMSIDBBD_inbox@navy.mil)
  - PERS-4 Help Desk: 901-874-3249
- Click CMS-ID/BBD Help Tab
  - Find the AMM Tutorial, BBD Users Guide, and a Placement Coordinator Contact list so that you can contact your command's PERS-4013 Placement Coordinator.

## Find Supporting Information Online

- Go to [NPC > Enlisted > Billet Based Distribution > Training](#) for AMM user role training.
- Go to the [NPC > Enlisted > Billet Based Distribution > Instructions](#) for official policy guidance.



## Required Actions

- While not a normal CCC function, some CCCs may serve in a manning manager capacity. To access BBD functionality, you must change roles, while logged in, to the AMM role or View Only role.
- Use the View Only role to access billets, personnel, and alignments for commands in the user's area of responsibility. Detailed personnel information will not be available.
- Use the AMM role to communicate with the distribution managers in the command's chain of command and at NPC. Data available to the AMM includes detailed personnel information, billet info, alignment info, CMS-ID job search, and Women in Ships information.
- Use the AMM role to perform required actions identified in the EDVP instruction, BUPERSINST 1080.54, and to ensure that the demand signal provided to distribution managers is as accurate as possible so that the command's enlisted personnel readiness is maximized.
- Ensure the command AMM is authorized by command leadership, as this user has authority to speak for the command and has access to sensitive personnel information.
- Use formal guidance and instructions, located at [NPC > Enlisted > Billet Based Distribution > Instructions](#), specifically: COMUSFLTFORCOM/COMNAVPERSCOMINST 1300.1A and Enlisted Distribution Verification Process (EDVP), BUPERSINST 1080.54.



**Navy  
Career  
Tools**



# Career Waypoints (C-WAY)



## Navy Career Tools

### Description

Career Waypoints (C-WAY) is the IT system that supports key Sailor decisions during career management processes including:

- Reenlistment (formerly PTS/Perform to Serve)
- PACT Designation (formerly REGA/Rating Entry for General Apprenticeship)
- Rating Conversion
- Transition between Active Component (AC) and Reserve Component (RC)

C-WAY provides a comprehensive assessment of Sailors and their eligibility and/or qualification for Navy enlisted ratings or jobs. Using C-WAY, Counselors screen Sailors for ratings based on individual aptitude (ASVAB/AFCT scores), moral/legal status, and medical/physical status, while taking into account needs of the Navy.

Log in to C-WAY at <https://careerwaypoints.sscno.nmci.navy.mil>.

### Get Started

Establish C-WAY account

- Complete System Authorization Access Request - Navy (SAAR-N), OPNAV 5239/14. The form and instructions for completing the form specifically for C-WAY access are found at <http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/C-WAY.aspx>.
- Digital signatures are required for the SAAR-N.
- Send form via encrypted email to [career\\_waypoints@navy.mil](mailto:career_waypoints@navy.mil)

### Find Assistance or Help

Contact C-WAY help desk.

- 901-874-2102; DSN 882; [career\\_waypoints@navy.mil](mailto:career_waypoints@navy.mil)

### Find Supporting Information Online

Go to [NPC \(Career Links\) > Career Counseling > C-WAY](#).



### Required Actions

- Use C-WAY PACT Designation module to screen undesignated Sailors prior to requesting Rating Entry Designation, Apprenticeship change, Navy Wide Advancement Exam quota, or "A" School assignment.
- Use C-WAY Reenlistment module to validate Sailor qualifications and to submit applications as directed by current policy directives.
  - Ensure CDBs are conducted (15-24 months prior to PRD/SEAOS).
  - Ensure C-WAY Reenlistment applications are completed when generated by the system.
  - Review C-WAY Reenlistment monthly results and update Sailor applications as necessary to increase retention opportunities.
  - Ensure counseling is conducted for all Sailors who have not been selected for INRATE/Conversion approval after two reviews/looks.
  - Ensure Sailors not selected for Reenlistment are provided counseling on the benefits of Reserve Affiliation.
- Validate automatic C-WAY Reenlistment application submission for Sailors who are 12 months from PRD and have less than 24 months contract remaining. Ensure corporate data is correct and accurately reflects the Sailor entering the negotiation window.
- When counseling Sailors, use the Enlisted Community Manager's Rating Health Slides to determine whether conversion or rating entry is advantageous based on rating health and year group. Go to <http://www.public.navy.mil/bupers-npc/enlisted/community/Pages/default.aspx>.

# Fleet Training Management and Planning System (FLTMPS)

## Description

FLTMPS integrates manpower, personnel, training and education (MPTE) information into a single reporting system. FLTMPS enables access to numerous reports to assist in monitoring and managing training requirements, unit manning, Sailor personnel records, and Sailor training status.

Using FLTMPS, Counselors can view Sailor's Administrative Data, NECs, Career History, Education, Language Skills, and Quals/Certs. Available reports include Advancement, Time-in-Rate Eligible, Projected Gains/Losses, Career Status Bonus, Education Summary, and Dependent Care Plan, among others. All reports can be printed and/or downloaded into Excel documents for viewing at a later date.

Log in to FLTMPS at <https://ntmpsweb.ncdc.navy.mil/fltmips/> using your CAC and CAC-enabled computer.

## Get Started

Establish FLTMPS account.

- To submit or update an application for access to FLTMPS, go to <https://ntmpsweb.ncdc.navy.mil/fltmips/>

## Find Assistance or Help

Contact command Training Officer (TRAINO).

Contact NTMPS Support Office.

- 866-438-2898, Option 1; [ntmps.support@navy.mil](mailto:ntmps.support@navy.mil)

Contact Navy 311.

- Send email to [Navy311@navy.mil](mailto:Navy311@navy.mil)

**IMPORTANT:** If your support request contains personally identifiable information (PII), request that the help desk provide you an email address that accepts digitally signed AND encrypted email.

## Find Supporting Information Online

Log in to FLTMPS at <https://ntmpsweb.ncdc.navy.mil/fltmips/> using your CAC and CAC-enabled computer.

- Review information provided on the [Help](#) tab



## Required Actions

- Review Sailor personnel and professional data when preparing for Career Development Boards, personal interviews, and individual counseling sessions.
- Monitor gains and losses.
- Use reports to monitor and support Sailor advancement.
- Use report data to inform and update command leadership.

**NOTE:** FLTMPS Afloat is available on ships with NIAPS 2.3 and higher installed, or on ships with MU1B-5 upgrade package applied.

Users with valid FLTMPS accounts access FLTMPS Afloat via the NIAPS Career Tools Afloat (CTA) page:

- Access the NIAPS Distance Support Portal for the ship
- Click on the Career Tools Afloat (CTA) link
- Login to the CTA site
- Click [FLTMPS Afloat\\*\\*](#) located in the TRAINO TOOLS section



**Navy  
Career  
Tools**



# Navy Retention Monitoring System (NRMS)

## Description

NRMS provides Counselors the ability to report and analyze retention data.

Log in to NRMS via NSIPS at <https://nsipsprod.nmci.navy.mil>.

## Get Started

Establish NRMS account at <https://nsipsprod.nmci.navy.mil>.

Go to NPC at

<http://www.public.navy.mil/bupers-npc/Pages/default.aspx>.

- Click [Career Info > Career Counseling > CDP and NRMS](#)
- View NRMS User Aids

## Find Assistance or Help

Contact NSIPS help desk.

- 877-589-5991, Option 3; DSN 647-5400, Option 3; [nsipshelpdesk@navy.mil](mailto:nsipshelpdesk@navy.mil)  
**IMPORTANT:** If your support request contains personally identifiable information (PII), request that the help desk provide you an email address that accepts digitally signed AND encrypted email.

## Find Supporting Information Online

Go to [NPC \(Career Links\) > Career Counseling > CDP and NRMS](#).

- Review page content
- Download *Set-up and CCC Reports*
- Download *Understanding the RET/ATT report*

Go to NKO at <https://wwwa.nko.navy.mil/>.

- In the "Quick Links" box, click [Navy Standard Integrated Personnel System](#)



## Required Actions

- Provide retention statistics report to command leadership.
- Review statistical data every quarter for errors, as this will affect your Annual Retention Excellence Award.



**Navy  
Career  
Tools**

# Officer Personnel Information System (OPINS)

## Description

Using OPINS, Counselors input Sailor requests for SRB, STAR, Career Status Bonus (CSB), and transfer to the Fleet Reserve.

Log in to OPINS at <https://miap.csd.disa.mil> using CAC and CAC-enabled computer.

## Get Started

1. Establish OPINS account.
  - Go to NPC at <http://www.public.navy.mil/bupers-npc/Pages/default.aspx>
  - Click Organization > NPC > Information Management > Corporate Systems > OPINS or [CLICK HERE](#)
  - Download and complete OPNAV 5239/14 SAAR-N. Send digitally signed form via encrypted email to [Mill\\_P331SysAccess@navy.mil](mailto:Mill_P331SysAccess@navy.mil).
2. Establish Multi-Host Internet Access Portal (MIAP) account.
  - Go to MIAP at <https://miap.csd.disa.mil>
  - Click Enter MIAP Portal; follow directions to "Create New Account"

## Find Assistance or Help

Contact NPC Customer Service Center.

- 866-U-ASK-NPC; 866-827-5672; [uasknpc@navy.mil](mailto:uasknpc@navy.mil)

Contact Multi-Service Operational Support Team.

- 800-443-2448, Option 2; DSN 430-7426, Option 2; [miap@mech.disa.mil](mailto:miap@mech.disa.mil)

**IMPORTANT:** If your support request contains personally identifiable information (PII), request that the help desk provide you an email address that accepts digitally signed AND encrypted email.

## Find Supporting Information Online

- For MIAP, go to <https://miap.csd.disa.mil>. Click Enter MIAP Portal. Underneath the Link Library heading, click MIAP User Manual v.10
- For SRB and STAR, go to [NPC > Career Info > Enlisted Career Admin > SRB SDAP Enl Bonus](#)
- For Fleet Reserve, go to [NPC > Career Info > Retirement/TDRL](#)



## Required Actions

- Use OPINS to view servicemember's career history and other information.
- Log in to the system at least once per month to prevent suspension of your account access. (If your account has not been accessed for three months, it will be deleted and you will have to repeat the access request process.)



**Navy  
Career  
Tools**

# Transaction Online Processing System (TOPS)

## Description

TOPS enables designated command personnel to communicate safely and efficiently with Personnel Support Detachment (PSD) representatives via the Internet. Customer commands submit, track and receive feedback on pay and personnel related transactions.

TOPS uses secure network protocol to protect Sailors' Personal Identifying Information (PII) when transferring personnel documents used to update NSIPS.

Log in to TOPS at <https://twms.nmci.navy.mil/TOPS>, using CAC and CAC-enabled computer.

## Get Started

Establish TOPS account.

- Contact local Personnel Support Detachment (PSD) TOPS Network Account Manager (NAM) to initiate process to establish your account

## Find Assistance or Help

Contact Personnel Officer or Personnel Specialist.

Contact local PSD TOPS Network Account Manager (NAM).

- Request training
- Request information regarding local or customized policies

Contact TOPS Technology Team Help Desk.

- 619-532-2428; DSN 522; email [mps-tops@navy.mil](mailto:mps-tops@navy.mil)

**IMPORTANT:** If your support request contains personally identifiable information (PII), request that the help desk provide you an email address that accepts digitally signed AND encrypted email.

## Find Supporting Information Online

- See [NAVADMIN 044/09](#)



## Required Actions

- Use TOPS as directed by NAVADMIN 044/09.
- Use TOPS to submit personnel documents to PSD, CSD or NOSC for subsequent data entry into NSIPS and OMPF.
- Direct Sailors to monitor OMPF and ESR and verify documentation of personal, personnel, and career data.



**Navy  
Career  
Tools**



# Transition Assistance Program (DD Form 2648 and 2648-1)

## Description

To ensure Sailors fully understand their eligibility and how to access services and benefits, Career Counselors provide a legally-mandated, pre-separation counseling session to transitioning Sailors who have been on active duty for more than 180 days. Counseling is conducted no later than 90 days prior to projected separation/retirement date. Sailors separated or retired due to disability receive counseling regardless of length of service.

Per NAVADMIN 300/11, Career Counselors will document all pre-separation counseling via online DD Form 2648 and 2648-1.

Log in to TAP at [www.dmdc.osd.mil/tap](http://www.dmdc.osd.mil/tap), using CAC and CAC-enabled computer to document counseling online.

## Get Started

Attend the DOD Pre-Separation Counselor Training Course in Denver, CO. For quota control, contact your ISIC or Force Career Counselor.

To gain access to the Transition online tool, submit a completed SAAR to OPNAV N17 (information below). Ensure you digitally sign with your CAC.

## Find Assistance or Help

Contact OPNAV N17

- [tom.albert@navy.mil](mailto:tom.albert@navy.mil)
- [david.greene@navy.mil](mailto:david.greene@navy.mil)

Contact the NPC Customer Service Center

- 866-U-ASK-NPC; 866-827-5672; [uasknpc@navy.mil](mailto:uasknpc@navy.mil)

## Find Supporting Information Online

See [NPC > Career Info > Retirement/TDRL](#)

See [NPC > Career Info > Transition > Transition GPS](#)

See [NPC \(Career Links\) > Career Counseling > Separate/Retire](#)



## Required Actions

- Attend the DOD Pre-Separation Training Course as soon as operationally possible. Participating command/units incur no costs for tuition, airline travel, lodging, meals, hotel shuttle, or per diem. Contact CNIC Force Career Counselor for a course quota.
- Establish access to the Transition Assistance Program online tool from OPNAV N17.
- Review the Verbatim Script for Pre-Separation Counseling checklist (DD Form 2648 & 2648-1).
- Counsel separating Sailors, utilizing the Verbatim Script for Pre-Separation Counseling.
- Generate a DD Form 2648 or 2648-1 Pre-Separation Counseling Checklist on each separating Sailor who has more than 180 days of active service.
- Ensure Sailor is scheduled and attends Transition GPS.



**Navy  
Career  
Tools**

# Voluntary Education (VOLED) / Navy College Program (NCP)

## Description

The Navy College Program (NCP) can help Sailors achieve education goals and make productive use of their off-duty time. NCP is administered at local installation Navy College Offices (NCO) and off-site via the Virtual Education Center (VEC). Navy VOLED is a network of professional education counselors, education technicians, and supporting program managers that provide educational services for Navy personnel at fleet and shore commands worldwide. NCP ensures on base and on board education programs are compatible with operating schedules concurrently supporting fleet readiness & mission accomplishment.

NCP services include but are not limited to:

- Academic Counseling, Advisement, and Education Planning
- Tuition Assistance/GEV/AEV/Other
- NCPACE
- USMAP
- Testing Services (CLEP, DSST, ACT, SAT etc.)
- Command Education Briefings
- College & University Information
- Oversight of On Base College Programs
- Joint Service Transcript (JST) Management
- Career Interest Inventory

## Find Supporting Information Online

Go to Navy College at <https://www.navycollege.navy.mil>.

- Explore education and career paths, receive counseling, select a school
- Review the voluntary education (VOLED) process
- Link to Tuition Assistance (TA) for overview and step-by-step guidance
- Find Sailor-specific and Command-specific information and resources
- Use the Assistance Center to view knowledge articles answering frequently asked questions

## Find Assistance or Help

Contact your local Navy College Office

Contact the Virtual Education Center

- Toll free: 877-838-1659, DSN 492-4684; Commercial 757-492-4684
- email [VEC@navy.mil](mailto:VEC@navy.mil)



## Required Actions

Assist Sailors in the following:

- Review policy requirements to participate in the Navy Tuition Assistance Program.
- Contact a Navy College or VEC Counselor to establish an education plan.
- Complete online Web Tuition Assistance Training
- Submit Tuition Assistance Application via the "My Education Portal" accessible on the NCP website
- Tuition Assistance Applications must be Command Approved before the term start date

## Additional Resources

- From the DOD Memorandum of Understanding (MOU) website at <https://dodmou.com/>, search DOD approved academic institutions.
- DANTES provides military centric education resources at <http://www.dantes.doded.mil/service-members/index.html>.
- Go to the My Education Portal at <https://myeducation.netc.navy.mil> to access the WebTA Application.



**Navy  
Career  
Tools**

# Websites for Career Information

## Description

The Internet provides multiple resources for career information. Counselors are cautioned to use only official websites to obtain current information, policy and documents.

### Navy Personnel Command

<http://www.public.navy.mil/bupers-npc/Pages/default.aspx>

- [NPC > Career Info > Career Counseling](#)
- [NPC > Career Info > Career Toolbox](#)
- [NPC > Reference Library > Messages](#)
- [NPC > Reference Library > MILPERSMAN](#)

### Navy Directives (Instructions)

<http://doni.daps.dla.mil/default.aspx>

### Navy College

<https://www.navycollege.navy.mil>

### Fleet and Family Support Center (FFSC)

[http://www.cnic.navy.mil/ffr/family\\_readiness.html](http://www.cnic.navy.mil/ffr/family_readiness.html)

### U.S. Citizenship and Immigration Services

<https://www.uscis.gov/military>

### U.S. Navy

<http://www.navy.mil>

### USN Recruiting

<http://www.navy.com/>

### USNR Recruiting

<http://www.navyreserve.com>



## Required Actions

- Bookmark online resources and reference as necessary to support Sailor career counseling and command career information programs.



# Navy Career Tools